

**STUDENT  
ASSOCIATION  
CLUB PACKET**

# IMPORTANT DATES

## Club Fair:

- Wednesday **February 1<sup>st</sup>** from 10am – 2pm
- Set-up starts at 9:15am
- Spots throughout Fidel are first come first serve
- VOLUNTEERS NEEDED!!!

## Club Packets:

- Due by Monday **February 6<sup>th</sup>** to me in Fidel 170
- Please send picture and description in a word file to [jwise@nmt.edu](mailto:jwise@nmt.edu)

# Associate Clubs

- Recognized SA Club
- No SA budget
- No volunteer hours
- Minimum of 15 members
- **Required** to submit a club packet
  - Minus budget & cover letter

# Associate clubs cont.

- Clubs with outside bank accounts **WILL NOT** be recognized by SA
- Can only submit **1** Bill per semester
- Can only submit **1** event grant per semester

# Club Charter (Form A1)

General Club Information		
Club Name:		Term/Year:
Club Email:	Club Website:	
Advisor (required)		
Name and Title:		Email:
Home Phone:	Work Phone:	<input type="checkbox"/> withhold home phone number
Signature:		Department:
Executive Officer (required)		
Title:	Name:	Email:
Home Phone:	Work Phone:	<input type="checkbox"/> withhold home phone number
Box #:	Signature:	
Financial Officer (required)		
Title:	Name:	Email:
Home Phone:	Work Phone:	<input type="checkbox"/> withhold-home phone number
Box #:	Signature:	
Other Officers (optional)		
Title:	Name:	Email:
Home Phone:	Work Phone:	<input type="checkbox"/> withhold home phone number
Box #:	Signature:	

# Club Advisors

- Clubs should work closely with their advisors
- However, the advisor is not running your club!
- All purchases & reimbursements done by the advisor **must be** approved by an officer of the club

# Club Roster (Form A2)

- SA clubs require 20 members
- # of members affect required volunteer hours and budgets
- Prefer majority of members to be undergraduate

Club \_\_\_\_\_ Date \_\_\_\_\_

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## **SANMIMT Club Roster Form**

Signing this form indicates that you are a member of this club and you would like to be on this club's mailing list.

Name (please print)	Email	CS box	Student status	Signature (required)
1				
2				

# Club Budget (Form A3)

Club Name:			Term:		Official Use Only	
Items (highest->lowest priority)	Quantity	Price Each	Total	Approved \$	Notes	
<i>General Item List (include op. costs, food, etc.)</i>			\$ -			
Operating costs total (detail list below)			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
<i>General Operating Costs Detail (TCC, printing, etc.)</i>			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			

Summary of Fund Allocations			Total Valid Endorsements	
Budget Total (from Above)	\$	\$		
Less Amount to be Reallocated from Previous Term	\$	\$		
<b>Grand Total</b>	<b>\$</b>	<b>\$</b>	<b>Total New \$\$ Allocated</b>	

# Operating Costs

- Email accounts
  - We are terminating inactive accounts
- Printing
  - If caught using account for personal printing then club's budget will be docked x amount
- Costs
  - \$2/semester for account
  - \$4/year for spam filter

# Budget Cover Letter

- Required with the club budget
- Detailed explanation for why your club requires these funds
- Be as thorough as you can!
- Items not described will not be considered
- Address this letter to the Finance Committee

# Constitution & Bylaws

- Required for all clubs
- Explanation of how your club functions
  - Meetings
  - Election Process
  - Voting procedures to change by-laws
  - Club Officers and Responsibilities
  - Member Requirements & Responsibilities
- Examples on SA website
  - <http://infohost.nmt.edu/~sa/Sample1.pdf>
  - <http://infohost.nmt.edu/~sa/Sample2.pdf>

# Description & Pictures

- Short description of your club for SA website
- Current club picture for website
- Email both to [jwise@nmt.edu](mailto:jwise@nmt.edu) by Monday the 6<sup>th</sup> at 7pm
  - Will only be posted to website if emailed!

# Club Inventories

- Detailed list of items purchased with SA money that should include:
  - Condition of item
  - Year purchased
  - Price
  - Description of item
- Do not include expendable items like food!
- There will be consequences if your inventory does not match our records

# Reimbursements (Form B1)



- Requires an itemized receipt
- If more than \$100 please put:
  - A phone number on the form
  - Attach the credit card statement

To request payment or reimbursement for social amenities and/or entertainment expenditures, please complete this form. It **MUST BE SIGNED** by both the administrator in charge of the account being charged AND by the requestor.

DATE: \_\_\_\_\_ Email Address: \_\_\_\_\_

DEPARTMENT/CLUB: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

PO Box/Address: \_\_\_\_\_

REQUESTOR NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

DATE OF EXPENDITURE: \_\_\_\_\_ BUDGETED FOR:  YES  NO

LOCATION: \_\_\_\_\_

PURPOSE OF EVENT (Indicate the public purpose met by the expenditure):  
\_\_\_\_\_  
\_\_\_\_\_

- I certify that the above amount does NOT include any expense for alcoholic beverages of any kind.
- I certify that the above amount INCLUDES an expense for alcoholic beverages and therefore IS NOT being charged to state or federal funds.

SIGNATURE OF REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*Please list names of all participants and organizations they represent on the back of this sheet. Names may also be attached in the form of an attendance sheet.

# Reimbursements cont.

- We reimburse items that were approved in your club's budget or bills
- Any other expense should be approved 1<sup>st</sup> by the CFO
- There should be no personal items on the reimbursement receipt
- We do not reimburse for:
  - delivery charges
  - alcohol

# Purchase Card

- Used to purchase items without having to do reimbursements
  - Cannot be used at restaurants
- Must email CFO to obtain the card including:
  - How much you will spend
  - What, why, & when you are purchasing items
  - Only officers can request card
- If approved pick up card from Budget & Analysis in Brown

# Travel Requests

- Funding for Travel is usually requested in the form of an Senate Bill
- If approved you need to get travel forms from the Travel Office (2<sup>nd</sup> floor Fidel)
- Must bring these forms to get signed by the CFO **at least** 1 week before your trip
- You will not get reimbursed if it is not taken care of **beforehand!**
- You must turn in travel forms even if you aren't paying for your trip!

# Bills (Form B2)

New Mexico Institute of Mining & Technology Student Association

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## **Senate Bill**

Short Title: \_\_\_\_\_

Agency, Agent, or Individual Proposing: \_\_\_\_\_

Requested Date of Resolution: \_\_\_ day of \_\_\_\_\_

### **Proposing Individuals' Information:**

**Name 1:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Campus Box:** \_\_\_\_\_

**Student/Non-Student:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Name 2:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Campus Box:** \_\_\_\_\_

**Student/Non-Student:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

# Senate Bill Application (Form B3)

## Application for Senate Bills

Requesting Club/Agency: \_\_\_\_\_

Classification:  SA Club  Associate Club  Sports Club  Other

If an SA Club, What were your required volunteer hours (Spring 2012): \_\_\_\_\_

How many hours has your club fulfilled to date: \_\_\_\_\_

Please detail events where volunteer credit was earned:

\_\_\_\_\_  
\_\_\_\_\_

Requested Amount of funding: \_\_\_\_\_

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Have you received funding from another source for this event:  Yes  No

If Yes, How much: \_\_\_\_\_

From whom: \_\_\_\_\_

Have you fundraised for this event?  Yes  No

If Yes, please detail the fundraiser and how much money was earned.

\_\_\_\_\_  
\_\_\_\_\_

<b>If requesting funds for traveling please fill out below information:</b>			
# Members Attending:	Undergraduate: _____	Graduate: _____	Special: _____
Method of Travel:	<input type="checkbox"/> NMT Vehicle	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Plane <input type="checkbox"/> Other

# Event Grants

- Used for ON-CAMPUS events only
- Maximum of \$300 given for events
- Done electronically
- Event grant form found at  
<http://infohost.nmt.edu/~sa/forms.php>
- Can only receive a max of 3 event grants/semester

# Volunteering

- SA Clubs are REQUIRED to volunteer
- # of hours is based on the # of club members
  - $\# \text{ members} / 5 = \text{required volunteer hours}$
  - We round up
- Emails are sent for SA volunteer opportunities
- Volunteering is YOUR responsibility
- Outside volunteering MUST BE approved one week prior to said event
- Don't wait to give me your clubs hours at the end of the semester

# SAB Committees

- Clubs in charge of SAB Committee will receive volunteer hours
- Requirements:
  - attend bi-weekly SAB Meetings
  - host 3 events (1 during Spring Fling)
- Three Committees include:
  - 1) Outdoor
  - 2) Special Events
  - 3) Dance
- Return contract to SAO (Fidel 169) if interested

# Clubs on Probation

- Who is on Probation?
  - New clubs
  - Clubs with negative balance after club packets are turned in
  - Clubs not meeting Fall volunteer requirements
- What does Probation mean?
  - You can only receive a **maximum** of \$300
  - You can still apply for a Bill, however
- How do you fix it?
  - If on probation your club will have additional volunteer hours

# SAC & Equipment Reservations

- Clubs are welcome to reserve the SAC and/or any SA equipment
- Must be submitted at least 1 week prior to event
  - Or we will refuse the request!
- SAB equipment reserved through the SAO
- SA equipment & SAC reservations through the SATD

# SA Meetings & Website

- It is beneficial for club representatives to attend General SA meetings
- Great place to hear about issues and learn about SA opportunities for volunteering
- The website lists all SA officers contact information and office hours
- We will also try to better keep the volunteer hour list updated on the website
  - I always have an updated list if its not current on the website

**QUESTIONS???**